

NWAIRS Board Meeting Agenda 2011
Thursday, January 27th Time: 10:30

In Attendance: Wanda Smith (President), Laura Kuperstein (Treasurer), John Dutt (Secretary), Pearl Bruno Bouchard, Stephen Lam, Bill Brackin, Corrie Blythe, Melissa Johnstone

Not In Attendance: Susan Shepherd, Julie Johnson (Past President), Sarah Marshall (Vice President), Marina Nazaretyan

Roll Call – Everyone introduced themselves. Welcome to our newest members Corrie Blythe and Stephen Lam! Corrie is a Program Manager with SE Aging and Long Term Care in Yakima. Stephen is the Elderly Program Director at Seattle's Chinese Information and Service Center.

Scheduling – We decided that our board meetings should be held quarterly on the last Thursday of each of the months of January, March, June and September. So our current years meeting schedule is **January 27th, March 31st, June 30th and September 29th**. Our regular meeting time will be **10:30am** for conference calls. We will hold one in-person meeting this year and it will take place on **March 31st**. Stephen graciously offered to host the meeting at his agency's location in Seattle's Chinatown. Wanda will work with Stephen to get together details for this meeting. It was suggested that we use Doodle.com to find the best meeting times for any of our committee or subcommittee meetings.

Budget – Laura gave a budget update for 2010 and some estimates for budget preparation for 2011. An excel spreadsheet with the numbers was mailed out prior to the meeting. We currently have about **\$27,000** in our bank accounts. The Conference last year worked out very well financially and we ended up netting about **\$4,000** from the event, so our beginning year budget is looking very good. It was suggested we form an Investment Subcommittee to look at how best to invest these resources. Laura will chair the committee with John and Melissa also serving on the committee. This subcommittee will make recommendations to the board about how to invest the money in investment instruments as well as how we might use some of this money to invest in opportunities for our members to grow their skills and knowledge. It was also suggested we consider using resources to encourage AIRS certifications. The Executive Committee will be meeting soon to formally approve our 2011 budget.

Membership – 35 members have renewed, 19 have not. It was suggested we form a Membership Subcommittee to look at promoting AIRS membership to relevant organizations. The committee will discuss how to encourage the 19 non-renewing member to get their applications turned in. Melissa mentioned that offering more training opportunities to organizations would be a great recruiting tool. Pearl asked if there were any promotional materials that we could use to spread the word with partner agencies. Wanda said that there were and suggested she and John work on updating and getting these out to the board. Stephen volunteered to take over the membership report – Wanda will train.

Website Update – The site needs some updating. Wanda is the lead web mistress and asked for some help in the form of a Website Subcommittee. Bill and John both signed up.

Affiliate Update – Wanda shared that AIRS is a bit concerned about membership enrollment dropping and have offered an incentive for affiliates to sign up new members. For every 5 new members enrolled the affiliate will get one free conference registration. They have formed a sub-committee to look at how best to use funds. There is a good amount of money that could be used for scholarships, which will likely be in high demand for this years conference given most agencies difficult budget situations. There is discussion about paying for some complete conference registration costs instead of just the registration fees.

Board Recruitment – The bylaws state that our board should consist of 7-20 members. Terms are for 2 years with a maximum time served of 6 consecutive years. Currently we have 12, which seems to be a good number. Pearl volunteered to head a Board Recruitment Subcommittee. She will look at our current board's terms of service information to determine what our future needs will be to maintain a optimal number of board numbers. A suggestion was made for recruitment of future members is that once we figure out a conference site we invite existing members from that geographic area to help with the conference with the hope that some of the people participating in that manner may want to get further involved as board members.

Newsletter – Sarah has been leading our Newsletter efforts and Wanda will check in with her to see if she can continue in this capacity and what assistance she might need. We normally produce two NWAIRS newsletters per year and are looking at March and September as potential months for 2011 newsletters.

Subcommittees – The following sub-committees were formed and will meet prior to our March Board Meeting:

- **Investment Subcommittee:** Laura (Chair), Melissa, John
Will work on financial investment options and training investment ideas.
- **Conference Planning Subcommittee:** Wanda, Bill, Melissa, Julie, Corrie
Will work on location and dates. Bellevue was one suggested location to investigate.
- **Newsletter Subcommittee:** Sarah?, Julie?
- **Board Recruitment Subcommittee:** Pearl (Chair)
- **Membership Subcommittee:** Stephen (Chair), Wanda
- **Website Subcommittee:** Wanda (Chair), Bill, John

Susan, Julie, Sarah and Marina were not present at this meeting where we formed our initially subcommittees so they should all feel free to join any they are interested in and can contact the subcommittee Chairs directly for initiation.

Letterhead – Wanda will send out letterhead and any other NWAIRS templates to the board.